

## Job Description

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**Position Title:** Program Coordinator

**Classification:** Exempt

**Reports To:** Program Director

**Date Created/**

**Updated:** November 2022

**Hiring Pay**

**Range:** \$50,000 - \$55,000

**The mission of YouthSeen is to foster and empower the social and emotional well-being of LGBTQI youth and their families in all communities.**

**YouthSeen envisions a society where young people are empowered as individuals to access non-judgmental and unbiased treatment in every aspect of their lives. We encourage the creative creation of a community that celebrates everyone's worth, diverse characteristics and dignity.**

**Our organization works with our communities and stands as a leader in our local Colorado area, and beyond, for establishing partnerships with groups who specifically tailor their resources, education, and outreach to our youth and young BIPOC + LGBTQIA+ community. YouthSeen strives to highlight the intersections that many communities of color face when addressing social issues that impact families that identify under the umbrella of LGBTQI. This also includes our community members identifying as gender non-conforming, non-binary, genderfluid, genderqueer and two spirit, which is often left out of the mainstream language around services.**

### **Summary/Objective:**

The Program Coordinator is responsible for outreach, education, linkage services and social presence for our LGBTQIA2+, nonbinary, and gender nonconforming community experiences. This role will expand and enhance services aimed at connecting with youth, family and adults in order to reduce systemic barriers, navigate access to resources, and provide meaningful connection to our community through:

- Workshops, support groups, and seminars including the provision of activities on nights and weekends and events in collaboration with community partners, schools, and other organizations.
- Individualized, non-clinical care-linkage services on-site and in the community for BIPOC + LGBTQIA+ youth, families and adults in need of culturally proficient providers.
- Providing support to all YouthSeen programs to maximize outreach to all community demographics: youth (ages 10-18), caregivers, families and adults.

### **Essential Functions:**

- Coordinate activities and services to increase the support, health information, education, connection and resource linkage for Transgender, nonbinary, and gender nonconforming folk and their allies
- Collaborate with Trans-led and LGBTQIA2+ organizations and schools within the community to meet the collective needs of the people we work with
- Distribute and collect self-report surveys at every workshop or seminar to measure increase in knowledge and access to service linkage
- Provide outreach, education and support in conjunction with other team members, schools and community members for program initiatives
- Coordinate, attend and participate in group sessions, in-service education and training opportunities, meetings and special events
- Adhere to strict procedures of confidentiality, release of information, and data security
- Under the supervision of the Program Director:
  - Evaluate the cultural competency and readiness of service providers to work with Queer, Trans and non-binary individuals
  - Organize, promote, and facilitate activities, events, workshops, and seminars with BIPOC + LGBTQIA2+ focus
  - Create and facilitate original programming, ex. Trans and queer focused sexual health
  - Recruit, schedule, and manage appropriate speakers, presenters, exhibitors, facilitators, educators, health care providers, panel members, and social service representatives for workshops and seminars
  - Organize outreach, promotion, and recruitment at LGBTQIA2+ events, social venues, gatherings and fairs
  - Programming, staffing, logistics and promotion for all youth day and overnight camp(s)
  - Increase volunteer participation and empowerment for programming
  - Collaborate with Clinical staff and provide case management services to clients, as needed
  - Record and track participant data and demographic information, including any pre- and post-surveys
  - Maintain accurate and complete participant records
  - Engage and supervise volunteers and interns, as needed
- Support program events and activities, including but not limited to tabling, event planning, outreach, etc.
- Performs other such duties as assigned within the scope of the position and program description, as well as those reflective of their experience, education, and ability
- May perform other duties as assigned

### **Work Environment:**

- Sitting for long periods, standing, and walking intermittently
- Using office equipment such as computer, mouse, keyboard, printer

- Indoor office environment, temperature controlled
- Ability to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, climb stairs, balance, stoop kneel, crouch or crawl, talk or hear and taste or smell
- Occasionally lift or move up to 20 pounds
- Use specific vision abilities, including close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus

## **Competencies:**

- Outstanding ability to communicate well at every level of the organization. Bilingual a plus.
- Demonstrated effectiveness and impactful leadership experience
- Excellent organization, time management, interpersonal, and networking skills
- Knowledge and understanding of existing Queer and Transgender community resources
- Emotional intelligence and ability to establish strong and trusting relationships with colleagues
- Comfortable with ambiguity and a constantly changing environment and set of responsibilities
- Ability to delegate and supervise tasks as required
- Alignment on mission and vision
- High initiative, self-starting capabilities
- Must know tech software such as Google Workspace and iOS

## **Education and Experience:**

- Bachelor's degree in Social Work, Education, Healthcare, or a related field preferred; or equivalent direct work experience
- Experience working within the BIPOC + LGBTQIA2+ communities
- Experience in non-profit and/or youth services is a plus

## **Expected Hours of Work:**

This role is considered full-time working approximately 40 hours per week and is not exempt from overtime.

## **Benefits package offered, subject to eligibility requirements, includes:**

- Paid time off
- Paid holidays
- Company subsidized Medical, Dental, and Vision Insurance available for Employee, Employee +Spouse, Employee +Child(ren), and Employee +Family

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Employee Name & Signature

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Date

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities, or requirements. YouthSeen complies with the Equal Pay for Equal Work Act. YouthSeen requests that Applicant not disclose its wage rate history to YouthSeen. If YouthSeen for any reason comes into possession of Applicant's wage rate history, YouthSeen will not rely on it in determining a wage rate.*